



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 617-18-00006

ISSUANCE DATE: February 5, 2018

CLOSING DATE/TIME: February 16, 2018, 4:45 P.M. Ugandan Time

SUBJECT: Solicitation for Cooperating Country Personal Service Contractor (CCNPSC)
(*Local Compensation Plan*)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide Personal Services under contract as described in this solicitation.

Offers must be in accordance with Attachment 1, Sections I through V of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Frederick Onyango
Supervisory Executive Officer



I. GENERAL INFORMATION

1. SOLICITATION NUMBER: 617-18-00006

2. ISSUANCE DATE: February 5, 2018

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: February 16, 2018, 4:45 PM
Ugandan Time

4. POSITION TITLE: Secretary

5. MARKET VALUE: UGX 46,440,981 – UGX 67,918,349 per annum, equivalent to FSN-7. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Uganda. Final compensation will be negotiated within the listed market value.

6. PERIOD OF PERFORMANCE: Employment under this contract is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract provisions and clauses and regulatory requirements concerning availability of funds and the specific duration of this contract shall apply.

7. PLACE OF PERFORMANCE: Kampala, Uganda with possible travel as described in the Statement of Work.

8. SECURITY LEVEL REQUIRED: Employment Authorization

9. STATEMENT OF DUTIES:

I. General Statement of Purpose of the Contract:

USAID/Uganda is seeking qualified Ugandans for the position of Secretary.

The Secretary is located in USAID/Uganda, Office of Economic Growth (EG), and provides administrative support primarily to the EG Office Director, Deputy Office Director, and Feed the Future (FTF) Coordinator, with secondary support to the entire EG office, by performing clerical, administrative, and typing/stenographic duties, and operates in conjunction with the EG office Program Management Assistants to ensure that administrative functions are performed effectively, efficiently, and in a manner that promotes harmony and problem-solving, so that Office staff members may be more effective.

The Secretary is the primary contact person responsible for Office customer service to internal and external partners and other stakeholders, including Mission staff, contractors, Implementing Partners (IPs) and grantees, host-government officials, the Embassy, USAID/Washington, and other customers. In this capacity, the Secretary is responsible for coordinating information about the Office, and making sure that information gets to customers on a timely basis and in a professional manner.

The EG Office team comprises five functional units: Environment and Natural Resources Management; Vulnerable Populations; Agriculture; Private Sector, and Project Support. The

position is housed in the Project Support Unit and has major roles and responsibilities supporting all units as noted, with a priority to the EG Office Director, Deputy Office Director, and FTF Coordinator, and reports to the Deputy Director.

II. Statement of Duties to be Performed:

a. The Secretary receives and places phone calls, sends and receives E-mails and Faxes, and sets up meetings and makes appointments at the request of the supervisor and other Office staff within the Mission, the Host Government, donor, IP, NGO, private-sector, and other contacts; arranges transportation as needed; and, takes minutes at meetings when requested. The Secretary schedules appointments based on a good knowledge of the supervisor's commitments, and maintains the Office calendar, reminding the supervisor and others of meetings and appointments. The Secretary takes messages in the absence of the supervisor and other staff, directing callers to other staff members, or answering questions personally; receives and assists visitors, answers questions, or directs them to a staff member who can assist them; schedules meetings for the supervisor, and ensures that attendees are briefed or provided proper background material for meetings; and, participates in maintaining conference room schedules, in coordination with the Secretary to the Mission Director, other Office Secretaries, and with other Mission administrative staff, arranging for conference room space as required by the size of the group. The Secretary meets with other Mission support staff on a regular and recurring basis. The Secretary is responsible for organizing logistics associated with EG events such as welcoming new staff members, all-hands meetings, EG partner meetings, retreats, and other such meetings. 25%

b. The Secretary maintains control of all correspondence for the Office, including program/project/activity files provided by CORs/AORs, establishing and maintaining computerized tracking systems to track Office actions, providing weekly reports to the supervisor, receiving and screening Office mail not addressed to a particular individual, drafting non-technical responses to routine correspondence and letters in English and the Host-Country language, distributing incoming official mail to Office personnel and attaching pertinent background material, and searching files and records to assemble background information for correspondence and other pending actions. The Secretary reviews outgoing mail for proper address, routing, attachments, etc., prior to dispatch, reviewing outgoing correspondence for accuracy and conformance with Mission formatting procedures and special instructions. The Secretary distributes internal policies and procedures and, as necessary, maintains a record of when staff received new policies and/or procedures. 10%

c. The Secretary uses PC-based word processing, spreadsheet, and charting software in the performance of a variety of assignments, types a variety of correspondence, creates electronic tables, develops charts, and prepares other documents in draft and final form. As required, the Secretary locates documents routed for clearance, and obtains and tracks clearances and signatures. 25%

d. The Secretary establishes and maintains files according to standards set by the Mission C&R Technician/Supervisor in EXO, and by USAID/Washington; and, marks correspondence and other documents for filing, and files accordingly. Reviews all correspondence prepared in the Office or elsewhere in advance of the supervisor's signature, corrects errors by drafters and edits correspondence, and assures that responding correspondence fully meets the requirements posed

by incoming correspondence to which it pertains. The Secretary maintains and updates Office Handbooks and other documents, such as visitors' lists, telephone listings, personnel rosters, vacation schedules, etc. 15%

e. Additional Major Duties: The Secretary provides logistical support primarily to the EG Office Director, Deputy Office Director, and FTF Coordinator, with occasional back-up to EG Team members, project staff and TDY visitors; processes eCC - country clearances for TDY travelers and visa referrals for invitation travel participants; arranges travel, transportation and hotel reservations; coordinates with USAID Travel Assistance for tickets and reservations; assists with the reconfirming or changing reservations; arranges for motor pool transportation within Kampala and for out of town field trips. S/he processes MAARDs and other procurement documentation. The Secretary, in coordination with the Program Assistants, is responsible for the on-boarding of new staff, including orientation meetings and initial assistance with accessing and training on mission administrative applications such as webTA, setting up travel accounts, creating vouchers, accessing myservices for visitor and motorpool requests, etc. The Secretary will be responsible for identifying and preparing handover notes for back-up services prior to being out of the office for annual leave, training, and other anticipated absences and may also be requested to provide reciprocal short-term backup to other mission offices' when their Administrative Assistants or Secretaries are out of the office. 25%

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

III. Supervisory Relationship:

The Secretary receives supervision from the Deputy Director, who provides assignments in terms of a discussion of the work to be performed, and Office priorities. Most work occurs as a result of normal Office operations, but special activities may be assigned at any time. The Secretary independently plans and carries out assignments, and is responsible for the accuracy of their personal work; work is normally reviewed in terms of results achieved and in meeting Office objectives.

IV. Supervisory Controls:

Full supervision of other USAID staff is not contemplated.

10. OPEN TO: All qualified Ugandans are eligible to submit an offer in response to this solicitation.

11. PHYSICAL DEMANDS: The work does not involve undue physical demands.

12. POINT OF CONTACT: Grace Nakaddu, EXO Specialist, gnakaddu@usaid.gov or 0414-306-001.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, an Offeror must meet the Minimum Qualifications listed below. Consideration and selection will be based on a panel evaluation of the Evaluation Factors.

Additionally, interviews and writing samples may be requested only from the top scoring offerors. Please note that not all Offerors will be interviewed or contacted.

USAID will not pay for any expenses associated with the interviews unless expenses are pre-authorized. Reference checks may be conducted on those Offerors selected for an interview. The Offeror's references must be able to provide substantive information about his/her past performance and abilities. Offerors are required to write a brief cover letter to demonstrate how prior experience and/or training addresses the Minimum Qualifications and Evaluation Factors listed below.

1. Education: Completion of Secondary Schooling and two or more years of post-secondary schooling in Secretarial Science or Business Administration, equivalent to a US junior college or community college diploma, is required.

2. Prior Work Experience: A minimum of three years of progressively responsible work experience, of which two years should be in related work with USAID, the USG, NGOs, other donor organizations, or host-government organizations. Experience in an English-language work environment is required.

3. Job Knowledge: The Secretary should be familiar, or able to quickly become familiar, with the responsibilities and activities of the Office of assignment, as well as possess a general knowledge of standard office procedures and practices. The Secretary should have the ability to develop an excellent understanding of USG file management, mail handling, and correspondence formatting.

4. Skills and Abilities: The Secretary must be proficient in keyboarding and in operating computers with standard software, including Microsoft Word, Excel, PowerPoint, Outlook, and other software programs as designated. The Secretary must be proficient in using the Internet and E-mail.

III. EVALUATION AND SELECTION FACTORS

Offers will be initially screened for compliance with application instructions and eligibility in accordance with the qualification criteria above. Incomplete, unsigned applications that are not in compliance with the instructions will not be evaluated or considered for award.

Offerors must address each criterion in their application in order to meet the minimum qualifications for this position. Top-ranked Offerors who meet the minimum qualification will be invited for an interview and may be given a written evaluation.

Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

Current employees serving a probationary period are not eligible to apply. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.

1. Education (pass/fail):

Applicants without a relevant education background will not be considered for award or proceed forward in the evaluation process. Completion of Secondary Schooling and two or more years of post-secondary schooling in Secretarial Science or Business Administration, equivalent to a US junior college or community college diploma, is required.

2. Prior Work Experience (20 points):

A minimum of three years of progressively responsible work experience, of which two years should be in related work with USAID, the USG, NGOs, other donor organizations, or host-government organizations.

Experience in an English-language work environment is required.

3. Job Knowledge (40 points):

Ability to quickly become familiar, with the responsibilities and activities of the Office of assignment, as well as possess a general knowledge of standard office procedures and practices;

Ability to develop an excellent understanding of USG file management, mail handling, and correspondence formatting.

4. Skills and Abilities (40 points):

Proficient in keyboarding and in operating computers with standard software, including Microsoft Word, Excel, PowerPoint, Outlook, and other software programs as designated;

Proficient in using the Internet and E-mail.

TOTAL: 100 Points

Offerors invited to an interview and written test will be evaluated based upon the same criteria described above. References will be checked for top scoring offeror(s).

IV. PRESENTING AN OFFER

1. All qualified Offerors will be considered regardless of age, race, color, sex, creed, national or tribal origin, lawful political affiliation, non-disqualifying handicap, marital status, sexual orientation, affiliation with an employee organization or other non-merit factor.

2. Late applications, received after the closing date and time, will not be accepted or considered for award.

3. To ensure consideration of applications for the intended position, Offerors must prominently reference the Solicitation number in the application submission.

4. Eligible Offerors are required to complete and submit:

(i) A **signed** AID-302-3 Offeror Information for Personal Services Contracts
(<https://www.usaid.gov/forms/aid-302-3>)

(ii) Cover letter clearly indicating the position for which you are applying and describing how you meet the minimum requirements

(iii) A Curriculum Vitae/Resume

(iv) Copies of Academic Transcripts

(v) Names, contact numbers, and e-mail addresses of three (3) professional references. At least one of the references must be a prior or current direct supervisor.

5. Offers must be received by the closing date and time specified in Section I, item 3, and submitted to: KampalaHR@state.gov

6. Offers should be in a standard file type such as Microsoft Word (.doc) or Adobe Acrobat (.pdf). All should be in one document which should not exceed 10MB.

7. Submitted offers and documents become the property of USAID and will not be returned.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions and how to complete and submit forms for obtaining medical and security clearances.

VI. BENEFITS/ALLOWANCES

The Secretary will be compensated in accordance with the U.S. Mission to Uganda's Local Compensation Plan (LCP). The plan includes basic salary, miscellaneous allowance, retirement plan, and medical insurance subsidy.

Final compensation for Offerors will be negotiated within the listed market value.

VII. TAXES

Successful Offerors will be subject to Ugandan tax laws.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCNPSC awards are available at the below sources:

USAID Acquisition Regulation (AIDAR), Appendix J, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including contractual General Provisions

(https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf)

2. Contract Cover Page form AID 309-1 available at <https://www.usaid.gov/forms>

3. Acquisition & Assistance Policy Directives and Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts (<https://www.usaid.gov/work-usaid/aapds-cibs>).

4. Ethical Conduct. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “Standards of Ethical Conduct for Employees of the Executive Branch,” available from the U.S. Office of Government Ethics, in accordance with General Provision 2 and 5 CFR 2635. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.